

10 SEPTEMBER 1993



Civil Engineering

REAL PROPERTY MANAGEMENT

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: AFREA/MI (Mr Charles G. Skidmore)

Certified by: SAF/MI (Ms Judy Ann Miller)

Pages: 7

Distribution: F

1. The Air Force acquires, uses, and disposes of land and facilities to accomplish its continually changing missions. The following policy governs the "life cycle" management of real property to ensure that the Air Force acquires and maintains only the minimum property necessary to meet peacetime and mobilization requirements.
2. The Air Force may acquire real property interest in the United States, territorial areas administered by the United States, and the Commonwealth of Puerto Rico. Real property acquisition must be made in the most economical way with the least adverse impact on the local economy.
3. In foreign countries, the Air Force must have prior approval of the foreign government or a clearance for particular missions in order to acquire real property.
4. In the United States, territorial areas administered by the United States, and the Commonwealth of Puerto Rico, the Air Force will ensure protection of human health and the environment by identifying and documenting the condition of any real property to be acquired, transferred, leased, sold, or otherwise conveyed under the provisions of any authority.
5. Air Force-controlled real property will be made available for use by others to the maximum extent that is compatible with Air Force needs, military security, and public safety.
6. According to Title 10, United States Code, Section 2701, *Armed Forces*, the Air Force will establish procedures to classify installations, maintain accountable real property records, and report real property assets.
7. This directive establishes the following responsibilities and authorities:
 - 7.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) develops policy for real property management (RPM), serves as resource advocate, and provides oversight for the program to ensure that only real property required to achieve the military mission is retained.

7.2. The General Services Administration (GSA) and Air Force real property personnel conduct joint Executive Order 12512 surveys to identify real property which is excess to Air Force needs.

7.3. The Air Force Real Estate Agency (AFREA) plans, allocates resources, and executes the RPM program, and provides implementing Air Force instructions (AFI) to comply with public laws and Federal and Department of Defense (DoD) guidance. Additionally, AFREA reports unneeded real property (with or without improvements) and leaseholds to GSA for Federal screening and disposal as "surplus" real property.

7.4. Commanders ensure that their activities and installations having real property control fully comply with directives and instructions regarding the RPM program.

7.5. Annually, major commands (MAJCOM) monitor installation surveys of real property utilization, installation boundary inspections, and installation lease compliance inspections. See **Attachment 1** for measures of compliance.

8. This directive implements the public laws, DoD publications, and AFIs in **Attachment 2** and **Attachment 3**.

JUDY ANN MILLER

Acting Assistant Secretary for Manpower, Reserve
Affairs, Installations & Environment

Attachment 1

MEASURING COMPLIANCE WITH POLICY

A1.1. Installation personnel will do compliance inspections of Air Force real property being temporarily used by others. Compliance consists of property users adhering to all conditions and terms contained in the real property instruments (e.g., lease, license, permit, or easement). MAJCOMs will monitor compliance annually through RCS: SAF-MII(A)9304, *Real Property Outgrant Compliance Report*. (See AFI 32-9003 for detailed instructions.)

A1.1.1. Installation real property personnel will review all real property instruments, which allow others to use Air Force real property. Also, they will report the number of instruments reviewed to their MAJCOM during the fiscal year and the number of those in which the users have not complied. Their MAJCOM counterparts will consolidate such data from all their installations and show the percentage of noncompliance as depicted in the chart at **Figure A1.1.** The MAJCOM will maintain such charts.

A1.2. Installation personnel will survey Air Force real property to identify that which is underutilized, not used, or excess to Air Force mission requirements (**Figure A1.2.**). Annually, MAJCOMs will monitor land requirements through RCS: SAF-MII(A)9305, *Annual Real Property Utilization Review*. (See AFI 32-9002 for detailed instructions.)

A1.2.1. Installation real property personnel will report to their MAJCOM counterparts the number of acres for the fiscal year which are excess to their requirements. Based on the total acreage of all their installations, the MAJCOM will depict, by percentage, the result of each year's review on a chart as shown in **Figure A1.2.** The MAJCOM will maintain such charts.

A1.3. Installation personnel will inspect installation boundaries **Figure A1.3.** to ensure that there are no encroachments by fences, new buildings, roads, etc. MAJCOMs will monitor compliance annually through RCS: SAF-MII(A)9306, *Annual Installation Boundary Encroachment Report*. (See AFI 32-9003 for detailed instructions.)

A1.3.1. Installation real property personnel will physically inspect their installation's boundary each fiscal year to ensure that there are no encroachments, then report the results of such inspection to their MAJCOM counterparts. The MAJCOM will determine the percentage of installations (of their total number of installations) with encroachments and depict this result on a chart as shown in **Figure A1.3.** figure A1.3. The MAJCOM will maintain such charts.

Figure A1.1. Sample Metric of Results of Real Property Outgrant Compliance Report (Percent of Conditions Violation).

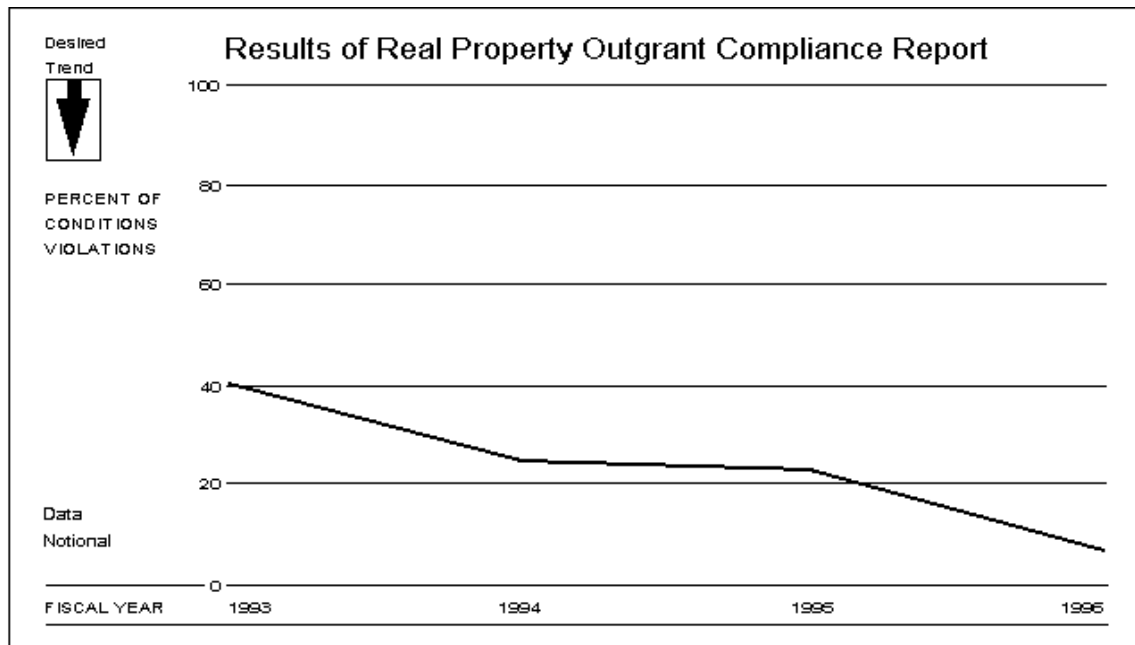
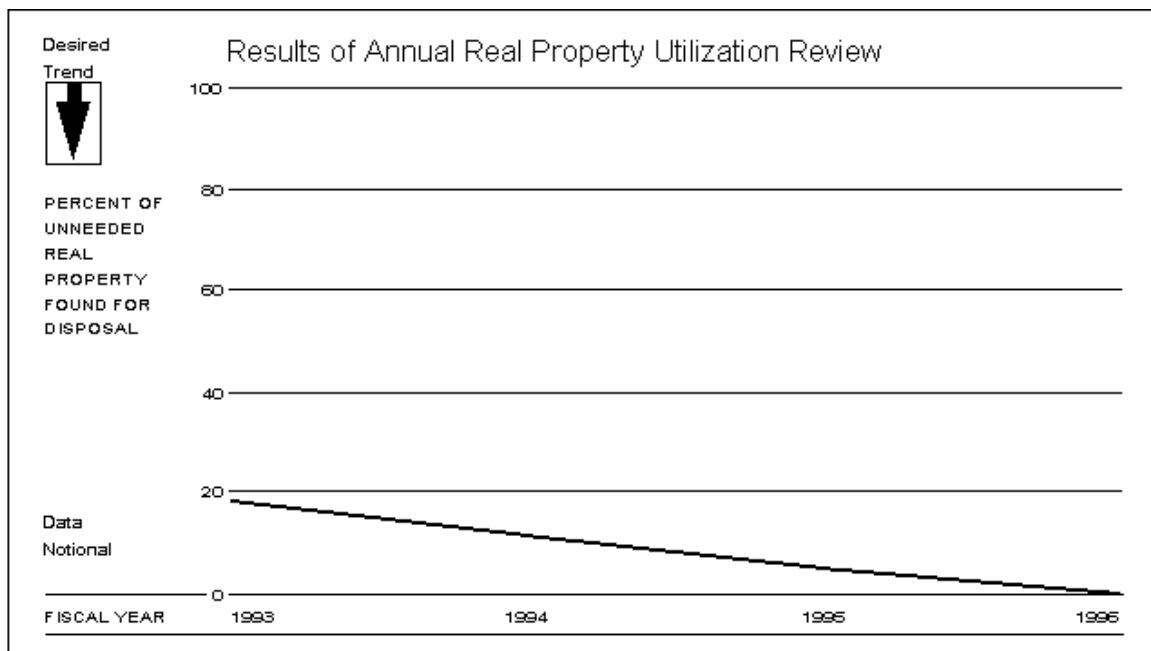
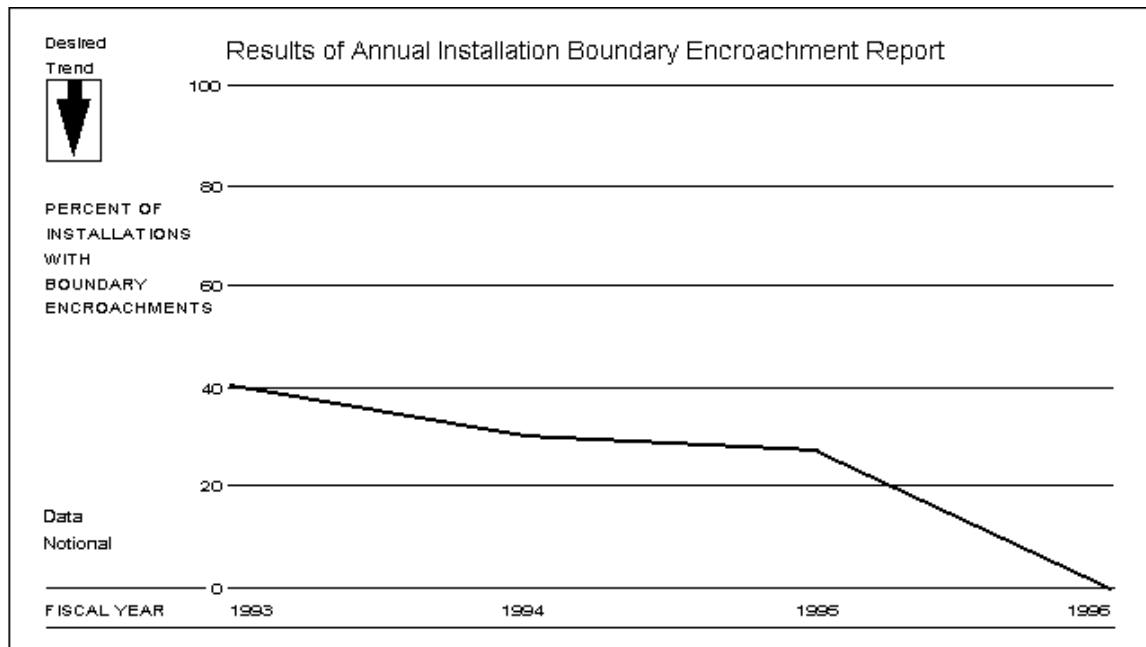


Figure A1.2. Sample Metric of Results of Annual Real Property Utilization Review (Percent of Unneeded Real Property Found for Disposal).



**Figure A1.3. Sample Metric of Results of Annual Installation Boundary Encroachment Report
(Percent of Unneeded Real Property Found for Disposal)**



Attachment 2

GOVERNING PUBLIC LAWS

A2.1. Title 10, United States Code, *Armed Forces*: Section 2571-- States that real property may be acquired by interchange or transfer between the Military Departments or the US Coast Guard.

Section 2662-- Specifies the reports that must be made to the Congressional Armed Services Committees for real property transactions.

Section 2667-- Provides authority for outleasing non-excess real property.

Section 2672-- Sets minor land acquisition authority limits.

Section 2672a-- Provides authority for acquiring land when the need is urgent.

Section 2675 --Provides the authority for leasing real property (except family housing) in foreign countries.

Section 2676 --Specifies conditions under which a Military Department may acquire real property not owned by the Federal Government.

Section 2677 --Covers the use of options to acquire real property.

Section 2682-- Requires that real property used by a Defense Agency be under the jurisdiction of a Military Department.

A2.2. Title 40, United States Code, *Public Buildings, Property, and Works*: Section 483 --Covers the acquisition or exchange of Government-owned property.

Section 2233-- Gives authority to the Reserve components to acquire real property.

A2.3. Title 42, United States Code, *Public Health, and Welfare*: Section 4321 et seq.-- Mandates policy and procedures to be followed before siting or acquisition of real property.

Section 4601-4655-- States the requirements that must be met regarding the acquisition of real property relative to uniform relocation assistance.

A2.4. Title 43, United States Code, *Public Land*: Sections 156 and 157-- State that withdrawal or restriction of public domain lands including the Outer Continental Shelf or any one acquisition of 5000 acres or more in the aggregate requires specific legislation.

Attachment 3

IMPLEMENTED AND INTERFACING PUBLICATIONS

IMPLEMENTED PUBLICATIONS

DoD Directive 4165 .6, *Real Property Acquisition Management, and Disposal* September 1 1987

DoD Directive 4165.61 with Change 1, *Intergovernmental Coordination of DoD Federal Development Programs and Activities* August 9 1983

DoD Instruction 4165.14 with Changes 1 through 4, *Inventory of Military Real Property* December 21 1966

DoD Instruction 4165.65, *Shelter for the Homeless Program* October 30 1987

DoD Instruction 5030.53, *Reimbursement for GSA Space Services and Facilities* September 14 1988

DoD Directive 5160.63, *Delegation of Authority Vested in the Secretary of Defense to Take Certain Real Property Actions* June 3 1986

DoD Manual 7220.9-M with Changes 9 through 18, *DoD Accounting Manual (Reprint Includes Changes 1 Through 8)* October 1983

INTERFACED PUBLICATION

AFPD 32-10, *Air Force Installations and Facilities*

AFI 32-1001, *Air Force Installations and Facilities Strategic Planning*

AFI 32-9001, *Acquisition of Real Property* (Formerly AFRs 87-1 and 87-19)

AFI 32-9002, *Use of Real Property Facilities* (Formerly AFRs 87-2 and 87-22)

AFI 32-9003, *Outgrant of Real Property* (Formerly AFRs 87-3, 87-7, 87-9 and 87-16)

AFI 32-9004, **Disposal of Real Property** (Formerly AFRs 87-, 87-6 and 87-10)

AFI 32-9005, *Establishing Accounting and Reporting Real Property* (formerly AFR 87-5)

AFI 32-9006, *Army and Air Force Basic Real Estate Agreements (Joint Departmental Publication)* (Formerly AFR 87-15)